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## Job details

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Bulletin  
Number 31849BR

Type of  
Recruitment Transfer Opportunity

Department Auditor-Controller

Position Title ACCOUNTANT III

Filing Type Standard

Filing End  
Date 02/27/2014

Filing End  
Time 5:00 pm PST

General  
Information The Department of Auditor-Controller is seeking a well-qualified and highly motivated individual to fill a position in the Accounting Division at the level of Accountant III.

The Accounting Division exercises accounting control over all financial transactions of the County and coordinates with other sections and divisions of the Department, other County departments, and state and federal agencies. The position will be responsible for assisting in the preparation of the various financial and accounting reports; preparing and reviewing the reimbursement claims submitted to the Division; analyzing and making recommendations for the solution of problems related to financial accounting or Countywide programs, procedures, personnel or budget; analyzing and reviewing legislation; and assisting in maintaining accounting procedures and controls for all general, disbursements, payroll, property tax, capital assets, and

budgetary accounting functions of the County.

**Requirements** **POSITION REQUIREMENTS:** Permanent employees of Los Angeles County who hold the payroll title of Accountant III or hold a comparable item which performs similar work at an equivalent level in salary and complexity are invited to submit (1) a cover letter and resume detailing relevant experience, (2) copies of the last two performance evaluations, and (3) a time history report of the last two years.

**NOTE: RESUMES ARE ACCEPTED ONLINE ONLY.** Please attach the required documents along with your resume. If you are unable to attach the required documents online, you may fax them to (213) 947-4848. Please include your name, exam number and exam title on all faxed documents.

*All materials submitted will be evaluated.  
However, only the most qualified individuals will be contacted and invited to participate in an interview.*

**Desirable  
Qualifications**

- Comprehensive knowledge of the County's accounting processes and policies and procedures related to countywide departmental organizations;
- Strong interpersonal skills with individuals and groups both internal and external to the County;
- Excellent business writing and oral communication skills;
- Strong organizational, planning, and analytical skills;
- Ability to independently perform job duties with minimal supervision;
- Ability to adapt to a complex and changing work environment;
- Ability to work in an unstructured environment; and
- Proficiency in Microsoft Excel and Word

	applications.
Duties	<p>Specific duties of the position include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Preparing Journal Vouchers to properly record the funds and any matching requirements, and reviewing the analysis and determination of year-end accrual entries.</li><li>• Reviewing and analyzing legislation to determine accounting requirements; attending meetings and conferences.</li><li>• Reviewing departmental claims for reimbursement, auditing test claims, and assisting departments with inquiries.</li><li>• Establishing the appropriate eCAPS funds/accounts and controls for allocation of revenues to various departments. Preparing the monthly, quarterly, and annual reports as required.</li><li>• Reconciling funds received/distributed from the state and federal government.</li></ul>
Vacancy Information	This vacancy is headquartered at 500 West Temple Street in Downtown Los Angeles.
Available Shift	Day
Contact Name	Aaron Sim
Contact Phone	(213) 974-8512
Contact Email	asim@auditor.lacounty.gov
Job Field	Finance and Accounting

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